

Site Security Compliance – JDW Security		
Document # : UK_SS/DHL Inside Track/All/Security/SiteSecurityCompliance/SOP/42v01		
Version V1	Effective Date : 29/10/2023	Page 1 of 1



1. No access to site without valid ID Badge, if lost, stolen or forgotten, a temporary card may be issued for that day.
2. No products, tools, materials, equipment or any other items are to be removed from site without written permission from authorised Site Management.
3. No photography of customer products without the consent of the customer.
4. Personal bags are not permitted within the warehouse and personal mobile devices are only permitted within designated areas of the site.
5. Personal mobile devices are not permitted in the warehouse and should be securely stored in the mobile phone lockers provided.
6. All passwords issued to be maintained within DHL IT Policy.
7. All visitors shall be prearranged ,signed in and escorted whilst on site. Prior notice must be given unless authorisation can be obtained from the host at the time of arrival.
8. No Personal Vehicles allowed within the warehouse yard without prior permission from the Senior Management Team.
9. No unauthorised substances or equipment to be brought onto site.
10. All suspicious behaviour to be reported(See Something, Say Something)
11. No unauthorised drivers, contractors or visitors within the warehouse without prior approval.
12. All personnel including visitors and contractors must clearly display a valid ID badge at all times in the appropriate clip display/lanyard.
13. Any person found not to be displaying a valid ID should be challenged or reported to security.
14. This site will conduct random searches. DHL Supply Chain has a search policy in place and you may be required to take part in such a search including but not limited to lockers, offices, desks and desk drawers and vehicles whilst on DHL premises.
15. Be aware of tailgating when entering a secure area.
16. All Staff and Visitors are required to adhere to the security rules and DHL Code of Conduct. Failure to adhere to these rules may result in disciplinary action or removal from site.
17. No personal details shall be given out to any external parties without Dept. Head / GM approval.
18. The premises and HGV vehicles are under CCTV surveillance.
19. Images will be recorded for the purpose of crime prevention and public safety, as well as to record any act that could be the subject of an investigation and /or disciplinary or grievance hearing.
20. Further information including your rights is available via privacy notice at our reception/gatehouse or please contact Data Protection Officer via dp.uk@dhl.com or Solstice House,251 Midsummer Boulevard ,Milton Keynes,MK9 1EA.

By signing into this facility as a Visitor to this site you acknowledge the site security rules and agree to abide by them"

Signed:		Date:25.01.25
	Jane Lahtaria - HRBP	
Signed:		Date: 25.01.25
	Gavin Ganger Security Manager	
Signed:		Date:25.01.25
	Tim Hunt - General Manager	